



MARYLAND DEPARTMENT OF JUVENILE SERVICES

POLICY & PROCEDURE

SUBJECT: Hiring Process for DJS Executive Service, Management Service and Special Appointees
NUMBER: HR-02-07 (Human Resources)
APPLICABLE TO: DJS Executive Service, Management Service and Special Appointees
EFFECTIVE DATE: December 21, 2007

Approved: "/s/signature on original copy"
Donald W. DeVore, Secretary

1. **POLICY.** The Department of Juvenile Services (DJS) establishes this hiring process for recruitment and selection by DJS of Executive Service, Management Service and Special Appointee employees. The Department shall conduct investigations to ensure Executive Service, Management Service and Special Appointee candidates meet the position requirements.
2. **AUTHORITY.**
 - a. Human Services Article, § 9-203, 9-206, 9-207, 9-209.
 - b. State Personnel and Pensions Article, § 7-301.
3. **DEFINITIONS.**
 - a. *Executive Service* means a position in DJS such as the Secretary, any deputy or assistant secretary or, except as otherwise provided by law, a position that the Secretary of Budget and Management has determined to be in the executive service.
 - b. *Management Service* means, except as otherwise provided by law, a position in DJS that:
 - (1) primarily involves direct responsibility for the oversight and management of personnel and financial resources;
 - (2) requires the exercise of discretion and independent judgment; and
 - (3) is not in the executive service; or
 - (4) has been determined by the Secretary of Budget and Management to be in the management service.
 - c. *Pending Charges* means that an individual has not yet been tried in court for any offense with which he has been charged.
 - d. *Special Appointee* means, except as otherwise provided by law, an individual in a position at DJS in the skilled service, professional service, management service, or executive service who, as determined by the Secretary of Budget and Management, holds a position which performs a significant policy role or provides direct support to a member of the executive service, or who holds any other position that is specified by law to be a special appointment. For the

purpose of this policy, Special Appointee does not include teachers, whose credentialing process is conducted by Maryland State Department of Education (MSDE) under COMAR 13A.

4. **PROCEDURES.**

a. **Procedures for Recruitment of Employees Appointed by DJS. The Director of the Office of Human Resources or designee shall:**

- (1) Require each candidate to submit a completed and signed Application for State Employment (MS-100), *Addendum to Application for State Employment (MS-100) (Appendix 1)* and *Authorization to Release Information (Appendix 2)*.
- (2) Notify the candidate of the requirements for consideration for Executive Service, Management Service and Special Appointee positions.

b. **Procedures for Selection of Employees Appointed by DJS. DJS shall require investigations of the following for DJS-appointed Executive Service, Management Service, and Special Appointee candidates:**

(1) **Executive Service and Special Appointee.**

- (i) **Professional Reference:** DJS shall conduct interviews with professional references submitted by the candidate.
- (ii) **Criminal History:** Candidates shall be required to submit fingerprints which the Department will submit to the Criminal Justice Information System-Central Repository (CJIS-CR) for a search of criminal records. Pending charges may be taken into account in determining candidates' eligibility for positions. DJS shall maintain the results of the records.
- (iii) **Child Protective Services:** Candidates shall consent to a background clearance through any state in which the candidate has worked and the Maryland Department of Human Resources Child Protective Services Central Registry. DJS shall maintain the results of the record.
- (iv) **Sex Offender Registry:** Candidates shall consent to a background clearance through the National Sex Offender Registry. DJS shall maintain the results of the record.
- (v) **Motor Vehicle Record:** Candidates shall consent to have the Department review their driving record with the Maryland Motor Vehicle Administration and any state that has issued the candidate a driver's license, if applicable.

(2) Management Service.

- (i) Background:** DJS shall perform a comprehensive background investigation to determine that the candidate is of good moral character and reputation, is emotionally stable and displays the suitable behavior necessary to perform the duties of the position. The background investigation includes, but is not limited to, a review of military records and interviews with current and past employers within the last five years.
- (ii) Criminal History:** Candidates shall be required to submit fingerprints which the Department will submit to CJIS-CR for a search of criminal records. Pending charges may be taken into account in determining candidates' eligibility for positions. DJS shall maintain the results of the records.
- (iii) Child Protective Services:** Candidates shall consent to a background clearance through any state in which the candidate has worked and the Maryland Department of Human Resources Child Protective Services Central Registry. DJS shall maintain the results of the record.
- (iv) Sex Offender Registry:** Candidates shall consent to a background clearance through the National Sex Offender Registry. DJS shall maintain the results of the record.
- (v) Motor Vehicle Record:** Candidates shall consent to have the Department review their driving record with Maryland Motor Vehicle Administration and any state that has issued the candidate a driver's license, if applicable.
- (3)** All reports of findings, both state and federal, will be sent to the Office of Human Resources.
- (4)** False information submitted by the candidate or adverse information discovered in the reference check or background investigation may result in the disqualification of the candidate or termination of DJS employment.
- (5)** The Director of Human Resources or designee shall provide all investigative findings for Executive Service and Special Appointee candidates to the Deputy Secretary for Administration, unless the applicant is a candidate for that position, in which case the investigative findings shall be submitted to the Deputy Secretary of Operations.
- (6)** The Director of Human Resources or designee shall provide all investigative findings for Management Service candidates to the Assistant

Secretary for Departmental Support and the Deputy Secretary for Administration.

- (7) The Deputy Secretary for Administration or Deputy Secretary for Operations shall submit to the Secretary all investigative findings and recommendations regarding candidates for direct appointment by the Secretary.

5. **DIRECTIVES/POLICIES AFFECTED.**

- a. Directives/Policies Rescinded - **None.**
- b. Policies Referenced - **HR-01-07 (Criminal Background Investigations)**

6. **LOCAL IMPLEMENTATING PROCEDURES REQUIRED.** **No.**

7. **FAILURE TO COMPLY.**

Failure to comply with a Secretary's Policy and Procedure shall be grounds for disciplinary action up to and including termination of employment.

Appendices – 2

1. Addendum to Application for State Employment (MS-100)
2. Authorization to Release Information

Maryland Department of Juvenile Services

One Center Plaza, 120 W. Fayette Street Baltimore, MD 21201

ADDENDUM TO APPLICATION FOR STATE EMPLOYMENT (MS-100)

Name: _____

Social Security Number: _____ Position Applied For: _____

INSTRUCTIONS – READ CAREFULLY

1. Print or Type, do not use pencil.
2. Please give complete information to questions asked.
3. False statements, omissions or any misrepresentation will be considered grounds for rejection for candidate or in case of employment, immediate dismissal.
4. Applicants are subject to a criminal record check and may be subject to a medical exam.

Have you ever been fired or asked to resign from any place of employment? If Yes, please explain below.

YES _____ NO _____

Have you ever been arrested or convicted of a crime of which the records have not been expunged? If Yes, please explain below.

YES _____ NO _____

Do you have an addiction to any habit forming narcotics or drugs or recurring addiction which may prevent you from properly performing the duties of the position for which you are applying?

If Yes, please explain below.

YES _____ NO _____

Is there any fact, issue, or other circumstance not covered in this application, which may be relevant to your fitness to perform the duties of the position for which your background is being investigated? This includes any misconduct that has brought or, if publicized, would bring the State into disrepute. If Yes, please explain below.

YES _____ NO _____

Has a court or any other lawful authority ever rendered
a finding indicating that you have abused or neglected a child?

YES _____ NO _____

If Yes, please explain below:

Neither a conviction nor an addiction will necessarily bar you from employment. Each application will be individually considered on its own merits, taking into account such factors as the nature and seriousness of the conviction, how long ago it occurred and whether the applicant is undergoing treatment of rehabilitation. However, your candor will be a material part of this agency's consideration. Your failure to disclose a conviction or addiction or to otherwise provide accurate information could result in termination of your employment.

I hereby affirm that this application insert contains no willful misrepresentations or falsifications and that this information given by me is true and complete to the best of my knowledge and belief.

Rev. 12/07 Signature Date

**Maryland Department of Juvenile Services
Office of Human Resources
One Center Plaza
120 West Fayette Street
Baltimore, MD 21201**

Authorization to Release Information

This is to certify that I, _____, am an applicant for the position(s) of _____, with the Maryland Department of Juvenile Services and that I do hereby authorize the release of any and all information to the Department of Juvenile Services that they may request, for whomever they may deem it necessary to make such a request, for any of my records or files and photocopy same. Such information will include, but not be limited to, military records, police records, arrest records, court records, police reports, background investigative material and reports, employment records, attendance records, traffic records, confidential records, educational records and transcripts, etc. I also release all persons from any liability, which could result from furnishing said information to the Maryland Department of Juvenile Services.

Further, I authorize the Maryland Department of Juvenile Services to copy or otherwise reproduce this original document, and to let such copied or otherwise reproduced copy act as the original instrument. The original document is to be retained on file with the Maryland Department of Juvenile Services.

I further understand that the Maryland Department of Juvenile Services will not disclose to me the identities of individuals with whom it speaks during the course of its background investigation, and that the Department of Juvenile Services will not disclose to me any of the documents or their contents obtained during the course of its background investigation.

Date

Signature of Applicant

Print: Last Name First Name Middle Initial

Home Address

City State Zip Code

Witness Signature

Date



**MARYLAND DEPARTMENT OF JUVENILE SERVICES
EMPLOYEE STATEMENT OF RECEIPT
POLICY AND PROCEDURE**

SUBJECT:	Hiring Process for DJS Executive Services, Management Service and Special Appointees
POLICY NUMBER:	HR-02-07
EFFECTIVE DATE:	December 21, 2007

I have received one copy (electronic or paper) of the Policy and/or Procedure as titled above.
I acknowledge that I have read and understand the document, and agree to comply with it.

SIGNATURE

PRINTED NAME

DATE

(THE ORIGINAL COPY MUST BE RETURNED TO YOUR IMMEDIATE SUPERVISOR
FOR FILING WITH PERSONNEL, AS APPROPRIATE.)